

**Records and Archives Management Committee
Minutes, Friday, April 5, 2002
J.V. Fletcher Library**

Members present: Ellen Harde, Jane Hinckley, Ginny Moore, Bob Oliphant, Kaari Tari

We discussed the merits of the Burlington Archive center, and the work of the Archivist and the Town Clerk's office in having such a well-organized site. Both the process and the storage of these records are a positive working model for Westford. We were surprised at how many records (approx. 800 cubic feet) were able to fit into a relatively confined space by using compact shelving.

Records Storage Sites

Considering the efficient use of space allowed by the space saver shelving used at the Burlington Archives Center, we believe that a similar sized space (26 x 24 feet for the Vault) could function as an archives center for Westford as well.

Ellen will contact the Historical Society to see if there is any space in the Westford Museum for an archives center. The space behind the museum was also mentioned as a possible site.

We again discussed the suitability of brick structures such as the Northern Bank & Trust Co., at 45 Main St. and the Nynex Telephone building on Depot St. Ellen will contact the Land Use Priorities Committee to see if they have already approached the Bank and Telephone building owners about Town interest in their buildings should they ever decide to move elsewhere. If not then we will write a letter asking the building owners to let the Town know if they ever think of selling.

Ellen indicated that she would write up a press release for the Westford Eagle regarding the search for a record storage site.

Records Management

We discussed the need for a "read and weed" work week to be scheduled. Kaari will send a memo to all Town Departments to remind departments of records disposition schedules that apply to respective departments and let them know that a Records Management Committee now exists and is working on a Records Management policy. The memo will also indicate that a work week is being planned and all departments are strongly encouraged to participate. This will give Town Departments the opportunity to spend focused time going through stored material to sort items into four categories:

- 1) items that should be discarded;
- 2) items that have a limited "shelf life" according to the records retention schedule;

- 3) items that are considered permanent records according to the records retention schedule; and
- 4) items of historical value. Ginny emphasized that this would also potentially eliminate duplicate records between departments. We decided that records that can eventually be destroyed do not need to be stored with Town archives. The Town Hall basement was considered as an appropriate location for storage of nonpermanent material.

Ginny will contact Simmons College to see if we can get some interns from the Library program to help with the work week.

Microfilming

Ginny reported that she had received a range of quotes for microfilming from \$.04 to \$.90 per page. Kaari will conduct a survey of Town Clerk's in the State to see what vendors are used. Ginny indicated that we can request grant money for microfilming.

Records Management Policy

Bob indicated that he would find either the web version or get an electronic version of Burlington's Records Management Policy and work on adapting it to Westford's needs. He will then forward it to members for review.

Jane Hinckley reported to the Committee that Nivan St. Clair of London is at the National Geographic Society headquarters in Washington, DC to talk about the Westford Knight.

The Secretary of State's office is sponsoring its fifth annual community forum on historical records entitled, "Documenting Underdocumented Populations and Communities. Some members will be attending the event on June 7th at Bridgewater State College.

We agreed that the Committee will next meet to discuss the draft of the Records Management Policy.

The meeting ended at 3:40pm

Respectfully submitted,

Kaari Mai Tari
Clerk